



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Non-Exempt Employee Travel
Creation Date: October 15, 2009
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Prepared By: Human Resources
Approved By: City Manager
Legal Review: John Batoon

DESCRIPTION:

Non-Exempt Employee Travel

Section 1. Policy.

It is the policy of the City of El Paso to compensate non-exempt employees when employees in non-exempt positions require travel in the United States and abroad.

Section 2. Components.

- A. Employees in positions classified as non-exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling. The compensation an employee receives depends upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours.
- B. Travel will only be approved to transact official business, attend official and professional meetings, and participate in conferences and training sessions necessary to promote the efficient conduct of the City's affairs. All travel is approved by the Department Director.
- C. Your respective department reserves the right to "flex" work schedules, modify flight preparations, etc in order to achieve the most efficient arrangement for the department.

Section 3. Definitions.

- A. "Normal work hours," for the purposes of this policy, are defined as the employee's most recent work schedule within the past month as confirmed by the schedule entered into the Human Resources Information System.
- B. "Travel time" is defined as including the time the employee arrives at the airport to the time the employee reaches his/her destination. If an employee is traveling to a location, then the destination is either the hotel or the work site (if the employee travels directly from the airport to work). If the employee is returning home *from* a location, the destination is the airport of final arrival.
 - 1. If an employee is traveling by air and no flights are available from or to the airport nearest the employee's residence, then travel between the employee's residence and the airport is considered travel time and is eligible for compensation in accordance with the policy guidelines below.

2. Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.
3. If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by the company, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation.

Section 4. Applicability.

- A. Employees who receive Conference With Pay (CWP) on the date of travel, will not be eligible for additional compensation for their travel time.
- B. Any portion of authorized travel time that takes place within normal work hours (as defined above.) on any day of the week, including Saturday and Sunday, is treated as work hours. Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations.
- C. When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.
- D. Travel Time as the Driver of an Automobile.
All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will receive his/her regular hourly rate for all travel time spent as the driver of an automobile and this time will be factored into overtime calculations.
- E. Travel Time as a Passenger in an Automobile
Travel time spent as a passenger in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile depends upon whether the travel time takes place within normal work hours or outside of normal work hours.
- F. If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be eligible for compensation.

Section 5. Employee Responsibility.

- A. Employees are responsible for accurately tracking, calculating and reporting travel time on their time sheets in accordance with this policy.
- B. Meal periods should be deducted from all travel time.
- C. If an employee requests a specific travel itinerary or mode that is different from the one authorized, only the estimated travel time associated with the schedule, route and mode of transportation authorized should be reported on the time sheet.
- D. Travel time should be calculated by rounding up to the nearest quarter hour.

Section 6. Supervisor Responsibility.

- A. Supervisors will review travel requests to determine if any adjustments are necessary. Supervisors will adjust an employee's work schedule or travel itinerary as applicable to

achieve the most efficient arrangement for the department.

B. Supervisors will evaluate the travel request to determine whether the approval or denial of such travel request would

1) adversely impact the employee's ability to perform the duties of the position, and/or

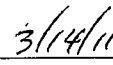
2) create an unreasonable cost to the department.

This review should consider the necessity of the training, conference, or work event, time elapsed since the employee last attended a training, conference or work event, and other circumstances or mitigating factors deemed appropriate.

APPROVED BY:



Joyce Wilson, City Manager



Date